**Grampian Regional Equality Council Ltd**

 **Job Description and Person Specification**

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| **Job Title** | Digital Inclusion Project Co-ordinator |
| **Date of Job Description** | August 2021 |
| **Base of Work** | Blend of home working, GREC Office (41 Union Street, Aberdeen) and community spaces in Aberdeen City and Aberdeenshire |
| **Job Purpose** | The aim of the project is to develop a collaborative working model with New Scots in Aberdeen City and Aberdeenshire, developing: a “digital champions” model; a strong understanding of digital barriers and opportunities; and working with communities to develop a digital inclusion toolkit for future new arrivals to the region. The project will also have an important strategic aspect to it, to promote and co-ordinate a partnership approach to addressing digital and associated barriers for New Scots and migrant communities. The project is delivered in partnership with Aberdeen City and Aberdeenshire Councils. |
| **Reporting Relationships** | The post is located within the GREC staff team reporting to the New Scots Co-ordinator. The post-holder will actively contribute to regular reports to the project funder and project oversight group.  |
| **Key tasks, duties and responsibilities** | 1. To apply community engagement and development approaches to make strong links with New Scots and relevant community groups and professionals across Aberdeen City and Aberdeenshire 2. To undertake an inclusive, participative, group-based needs assessment of digital skills and barriers within the target communities, and produce an associated action plan3. To engage in existing networks, or create a new network, of relevant agencies that are working in the area of digital inclusion, English for Speakers of Other Languages (ESOL), equality, and integration. Engaging these partners on understanding barriers faced by New Scots (and related communities), to support the mapping of paths between agencies, and identify gaps in provision. 4. To actively engage with New Scots in Aberdeen City and Aberdeenshire to promote existing and new opportunities around digital access and connectivity, and support access to these services where required. 5. To develop a “digital champions” model through the provision of training and on-going support for a network of New Scots in Aberdeen City and Aberdeenshire who are supported to then share their skills with friends and family members. 6. To work with New Scots (mainly digital champions) and volunteers across Aberdeen City and Aberdeenshire to create a “digital welcome pack” which will leave a legacy for the project and support migrants, asylum seekers, and refugees settling in the region in the future The above is not intended to be an exhaustive list of all duties of the post, but a concise statement of the major tasks and activities of the post. There may be changes, with due notice and consultation, to the duties and responsibilities assigned to the post.  |

**Person Specification**

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| **Competence** | **Essential** | **Desirable** |
| **Qualifications** |  | * IT and/or teaching/training qualifications
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| **Knowledge** | * Strong understanding of IT
* How to avoiding fraud and scams online
* Understanding digital barriers and solutions
* Good understanding of online systems relating to:
	+ Financial and Social Security; for example Universal Credit journal maintenance
	+ Tenancy sustainment; for instance, online payment and application systems
	+ Access to education, training, and employment; such as application and booking systems
 | * Understanding of digital access barriers; and solutions
* Identifying safe and reliable information sources
* Critically analysing information sources
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| **Experience** | * Community engagement and/or development experience working with marginalised or hard-to-reach groups
* Providing training and on-going support to individuals learning a new skill
* Making representations (e.g. writing letters) on behalf of individuals
* Commitment to the equalities agenda
* Developing and managing a project
 | * Working with an interpreter
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| **Skills** | * Excellent oral and written communication
* Practical and effective inter personal skills
* High level of computer literacy
* Highly organised
* Administration and organisational skills to manage sensitive information and meet deadlines
 | * Arabic language skills
* Graphic design skills
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| **Other** | * Able to work flexibly, including some evenings and weekends
* Demonstrate enthusiasm and commitment
* Self-motivation and ability to self-manage
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